



DEPARTMENT OF THE NAVY  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION  
PATUXENT RIVER, MARYLAND 20670-5304

FTEG/NASINST 7410.1

CR21F

AUG 9 1993

FTEG/NAS INSTRUCTION 7410.1

From: Director, Flight Test and Engineering Group  
Commanding Officer, Naval Air Station

Subj: TIMEKEEPING AND LABOR DISTRIBUTION PROCEDURES FOR CIVIL  
SERVICE EMPLOYEES

Ref: (a) CMMI 610, Hours of Duty  
(b) CMMI 630, Absence and Leave  
(c) FPM 550, Pay Administration (General)  
(d) NAVCOMPT Manual Volume 3  
(e) CMMI 751, Appendix A  
(f) Fair Labor Standards Act (FLSA) Amendments of 1974  
(Public Law 93-259)  
(g) NASPAXRIVINST 12610.6E  
(h) FPM 630 I.  
(i) NATCINST 12630.2B  
(j) NASPAXRIVINST 12531.2E  
(k) NASPAXRIVINST 12552.5D  
(l) FPM 630 Subchapter S6

Encl: (1) Examples of Reporting Time, Attendance, Labor  
Distribution, Time and Attendance Cards Type 1 and 2  
(2) Time and Attendance and Overtime Codes  
(3) CMMI 610-S2A, Appendix A, Determining Days on Which  
Holiday Benefits Accrue  
(4) Work Schedule

1. Purpose. To outline timekeeping and labor distribution procedures for civil service employees under the provisions of references (a) through (l). Enclosures (1) through (4) contain information needed for preparation of weekly time and labor cards.

2. Scope. This instruction applies to NAVAIRWARCENACDIV Patuxent River, FTEG, NAS, and tenant activities at Patuxent River.

3. Cancellation. NATC Instruction 7410.1G is cancelled.

4. Definitions

a. Administrative Workweek means a period of 7 consecutive calendar days commencing at 0001 on Sunday and ending at 2400 on the following Saturday.

b. Alternate Work Schedule is the scheduled number of regular hours by day.

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c. Basic Workweek for full-time employees means the days and hours within an administrative workweek which make up the employee's regularly scheduled 40-hour workweek. See reference (g).

d. Callback Overtime is unscheduled or occasional overtime work performed by an employee on a day not scheduled to work or when required to return to place of employment.

e. Compensatory Time is paid time off from work to compensate the General Schedule (GS) employee for equal time spent performing overtime work.

f. Distribution Code is the subcost center code of the activity which is used to distribute the time and attendance cards.

g. Employee Identification is the employee's Social Security Number plus the five alphanumeric character distribution code to which the employee is assigned.

h. Environmental Differential is the additional rate of pay added to Wage Grade (WG) per annum employees pay that has been authorized for a duty involving unusually severe hazards or unusually severe working conditions.

i. Exempt Employees are individuals who are in jobs not covered by the minimum wage and overtime provisions of reference (f).

j. Flight Pay is additional pay received by the GS or WG employee whose duties require flying under hardship conditions. See references (j) and (k) and enclosure (2) for more specific information.

k. Hazardous Duty Pay is additional pay received by employees for irregular or intermittent duty involving hardship or hazardous conditions. See references (j) and (k).

l. Holiday Pay is the employee's rate of basic pay plus premium pay if entitled at a rate equal to his/her rate of basic pay for holiday work which is not in excess of 8 hours or is not overtime work.

m. Hours Code is the code which identifies the type of regularly scheduled hours normally worked by all employees.

n. Hours Worked includes all the time an employee is required to be on duty, or on the employer's premises, or at other prescribed places of work.

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o. Last Hour Code Y indicates that environmental/hazardous duty was worked during the last regularly scheduled hour of the pay period. This applies only to ungraded employees. The Last Hour Code Y is used by the Civilian Pay Technician to ensure that the Federal Employees Group Life Insurance amount is deducted correctly from the employee's annual salary.

p. Night Differential is premium pay received by GS employees working from 1800-0600.

q. Nonexempt Employees are individuals in jobs covered by the minimum wage and overtime provisions of reference (f).

r. Overtime Pay is premium pay received for work in excess of 8 hours per day or 40 hours per week.

s. Overtime Work means work performed in excess of 8 hours in a day or in excess of 40 hours in an administrative workweek.

t. Pay Block/Group is a code used by the Payroll Office to identify which pay clerk has a specific group of pay accounts.

u. Premium Pay is additional compensation for overtime, night, holiday, environmental, hazardous or Sunday work, and standby duty.

v. Rate of Basic Pay

(1) Wage Employees - means the scheduled rate of pay plus any night shift or environmental differential.

(2) GS Employees - means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

w. Scheduled Overtime Work means overtime work which is scheduled as part of the regularly scheduled administrative workweek.

x. Scheduled Rate of Pay means the rate of pay fixed by law or administrative action for the job held by a WG employee before any deductions and exclusive of additional pay of any kind.

y. Shift Code is a code which identifies the regularly scheduled shift normally worked by an ungraded employee.

z. Shift Differential is the additional pay received by WG employees for work performed on the second (1500-2300) or third shift (2300-0730), or both.

aa. Standing Job Order Number is a job order number used at least 25 percent of the time during a weekly labor reporting

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period. This number is obtained by the payroll clerk from the work schedule submitted by each supervisor for each of their employees. A standing job order number submission is not mandatory and may not apply to all employees.

bb. "Suffered or Permitted" Work means any work performed by an employee for the benefit of an agency, whether requested or not, provided the employee's supervisor knows or has reason to believe that the work is being performed and has an opportunity to prevent the work from being performed.

cc. Sunday Work is work performed during a regularly scheduled tour of duty within a basic workweek when any part of that work which is not overtime work is performed on Sunday.

dd. Tour of Duty means the hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that are scheduled in advance and during which an employee is required to perform on a regularly recurring basis.

ee. Unscheduled Overtime Work means overtime work which is not scheduled as a part of the regularly scheduled administrative workweek.

ff. Work Schedule is a scheduled record stored in the payroll system. The stored schedule will be used to validate the employee's time and attendance that the payroll clerks will enter from the timecards.

gg. Home Leave is leave earned by employees working overseas in addition to the normal annual leave accrued. This leave cannot be used until a continuous 24-month tour is completed. It is earned at the rate of 15 calendar days per year. Usage of this leave is limited to returning to the United States and then reporting back to the duty station at the end of the leave period.

5. Action. Addressees shall adhere to the following procedures and guidelines for the time and labor distribution, recording, and reporting of all civil service employees whose payroll is administered by the Payroll Section of NAVAIRWARCENACDIV Comptroller.

a. Recording Time, Attendance, and Labor Distribution - Mustering Procedure

(1) Recording in and out entries on the time/labor card will no longer be necessary unless there is an exception to the work time. On leave at the beginning of the day, during the day or at the end of the day, or when overtime/compensatory time is worked are the only occasions for mustering. See enclosure (1) for an example. Erroneous entries on time/labor cards will be corrected

by drawing a line through the incorrect entry so as not to obliterate it, writing in the correct entry and initialing by the supervisor. Tape or white-out cannot be used on time/labor cards. If an error is discovered after the timecard has been certified, a corrected or supplemental card signed by the certifying official will be submitted. The supervisor, or other supervisory personnel cognizant of the employee's attendance and actual hours worked, will sign the card to certify that all entries are correct. Facsimile signatures are not acceptable for such certification. Supervisors certifying time and labor distribution cards must work the same shifts as those employees whose time and attendance they are certifying. Supervisory or acting supervisory personnel authorized to certify time/labor cards will be designated in writing and a listing will be forwarded to the Payroll Office. The listing will include the typed name of the certifying official and a sample signature. The regular signature is required and should be legible. Activities will keep this list current and submit a verification of authorized certifying officials to the payroll office by 30 June each year.

(2) The applicable job order number, expense account code, type hour code, and hours will be entered by the supervisor on the format 2 time and attendance card. See enclosure (1) for entries required on format 1 time and attendance card.

b. Split Pay Period. When a month ends during a pay period, three time/labor cards will be prepared for all employees reporting under the various mustering procedures. If the month ends during the first week of the pay period, one card will reflect labor charges through the end of the month, another card for the remainder of the week, and the last card for the remainder of the second week. In both cases, the combination of the three cards for full-time employees will total 80 hours of work or leave plus any overtime worked. If the end of the month terminates on a Friday of either the first or second week of a pay period, time/labor cards for employees working on Saturday must be manually prepared and submitted per paragraph 5i(1).

c. Tardiness and Unavoidable Absence. Administrative excusal may be granted for periods less than one-half hour, but these excusals may not be granted in conjunction with annual or sick leave. If leave is to be charged, the employee will be required to initial the time/labor card on the column marked "Initials" as required by reference (d).

d. Authorized and Reporting of Premium Pay

(1) Overtime Pay. This procedure will be followed by all cost centers without exception.

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(b) Certification

2 Nonexempt employees performing work outside of the regularly scheduled work hours must be paid for such work when this results in the total number of hours worked in the workweek to exceed 40 hours. If an employee has been directed to not perform such work, the directive does not prevent overtime from being paid. However, the employee may then be disciplined for disobeying a proper order per reference (e). Disciplinary action is the appropriate means of ensuring that unauthorized overtime work is not performed.

1 Entries on the time/labor card for callback overtime will be made for the time actually worked; however, computation will be for a minimum 2 hours of overtime pay under existing pay laws for callback overtime. See page 14 of enclosure (1) for example.

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2 Entries must be made in the time and attendance section and the labor distribution section of the card. Overtime will be reported in quarters of an hour. Payments for overtime will be made from these entries on the basis of the supervisor's certification. If the supervisor knows in advance that an employee will be working overtime after the time/labor cards are normally submitted to the Payroll Section, a supplemental card will be submitted to the Payroll Office by 1500 on Mondays following the reporting period.

(2) Overtime While in a Travel Status. Employees traveling outside regular working hours, who meet the following conditions, may report such time as overtime:

(a) Exempt Employees may be compensated for regular overtime when one of these conditions is met and the travel is ordered and approved:

1 It involves the performance of actual work while traveling.

2 It is incident to travel that involves the performance of work while traveling.

3 It is carried out under such hazardous and unusual conditions that travel is inseparable from work.

4 It results from an event which could not be scheduled or controlled administratively.

(b) Nonexempt Employees. In addition to the above conditions, persons under the provisions of Fair Labor Standards Act will be considered to be in a travel overtime status if they work more than 40 hours a week and one of the following conditions occur:

1 Perform work while traveling (including driver of a vehicle).

2 Travel as a passenger to a temporary duty station and return during the same day.

3 Travel as a passenger on nonwork days during hours which correspond to their regular working hours. Bona fide meal periods, normal home-to-work (work-to-home) travel, and time spent waiting at a common carrier terminal in excess of normal waiting time are not included in hours worked.

(c) Entries. Certification and reporting entries will be made as in paragraphs 5d(1)(b) and 5d(1)(c) above. When the travel is overnight, the card will be supported by a copy of the

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employee's Travel Claim, Voucher, or Subvoucher (DD-1351-2) as authorization for the overtime. This form will be kept on file in the cost center to substantiate the payroll and will be available for audit by the General Accounting Office, the Naval Audit Service, and FTEG Head, Command Evaluation and Control Office, and spot-checks by payroll personnel.

(3) All Other Premium Pay. With the exception of holiday pay, authorization for payment of all other forms of premium pay will be the supervisor's entries on the time/labor card using the applicable codes listed in enclosure (2). Work to be performed on a holiday will be approved and justified in the same manner as for overtime. An employee who is assigned overtime work on a holiday is paid in the same manner as for overtime work performed on other days.

e. Authorization for Compensatory Time

(1) Exempt GS employees whose basic rate of pay exceeds the maximum for GS-10 normally will not be granted compensatory time off. Exception to this policy can be obtained from Commander/Deputy Commander, NAVAIRWARCENACDIV; Director/Technical Director, FTEG; Commanding Officer, NAS; or Commanding Officers of tenant activities, as appropriate. Directors/technical directors and department heads are granted overtime approval authority for exempt GS employees GS-13 and below when personnel are directed to work outside normal working hours in support of test projects. Exempt GS employees whose basic rate of pay does not exceed the maximum for GS-10 may elect overtime pay or compensatory time.

(2) Per diem employees may not earn compensatory time in lieu of overtime pay.

(3) Compensatory time is earned and can be used in increments of 15 minutes. Normally, the amount of compensatory time an employee may accumulate is 80 hours. However, if the employee would prefer to continue to accumulate compensatory time in lieu of overtime, the Commander or Commanding Officer of the activity may approve exception to this 80-hour accumulation limit. Unless an exception to the 80-hour carry-over limit has been authorized, compensatory time in excess of 80 hours will be paid as overtime. Normally, the maximum amount of compensatory time an employee may be permitted to carry over into the next year is 160 hours. Heads of directorates and departments, with prior approval from Commander, NAVAIRWARCENACDIV, may approve in writing exceptions to the 160-hour carry-over limit. The use of this authority should be limited to these situations where an exception is clearly warranted and in the best interest of the activity. Unless an option to this 160-hour carry-over limit has been authorized, compensatory time in excess of 160 hours will be paid as overtime. Ordinarily, an employee's date of transfer or

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separation will be fixed to include compensatory time. Otherwise, the employee will be paid for such time based on the rate in effect at the time the overtime was worked.

(4) No employee can earn compensatory time that would, if paid overtime, amount to more than the maximum aggregate pay of a GS-15/7 in a biweekly pay period. The compensatory time reported is computed at the appropriate overtime rate to determine the compensatory time that may be earned in that pay period. Any hours or portions (increments of 15 minutes) of hours over the maximum computed is lost. Compensatory time may be used in increments of 15 minutes; however, when requesting compensatory time off in amounts of one-half hour, the employee must ensure a credit balance of at least one-half hour of compensatory time.

f. Requesting and Reporting Various Types of Leave. Application for Leave, SF71, will not normally be used when requesting leave. Employees are required by reference (d) to initial the timecard in the column headed "Initials." If leave is reported for a full 8-hour period by employee using the Type I timecard, the week/day/type hour and number of hours taken will be reported. The leave will be initialed. See enclosure (1). Those employees using the Type II timecard will insert the type-hour code and number of hours taken in the appropriate blocks and initial the leave entry. Annual and sick leave can be taken in increments of one-half hour. When leave is taken after the time/labor cards are submitted to the Payroll Section, a corrected time/labor card will be forwarded to the Payroll Office. See enclosure (1). A leave slip should not be submitted. The SF71 and other documentation are required in Payroll in the following instances:

(1) Emergency. Leave was of an emergency nature and the employee did not have an opportunity to initial the leave entry prior to submission of card to the Payroll Section.

(2) Sick Leave

(a) In excess of 3 working days, normally a doctor's certificate will be necessary. This information can be provided by getting the doctor to fill out the applicable portion of the application for leave (SF71).

(b) Advance sick leave requires a physician's statement to be attached to the NDW-NATC 12630/4, Nonroutine Leave Request, for submission to Payroll.

(3) Military Leave. Application for military leave using a nonroutine leave request will be submitted in advance to the department head, via channels, and must be accompanied by an official copy of orders. A copy of the signed request and orders will be forwarded to the Payroll Section. Upon return to duty,

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each employee will submit to the Payroll Office a certified copy of orders indicating completion of training. Failure to provide the above information will result in a charge to annual leave, leave without pay, or absent without leave as appropriate.

Military leave accrues for an employee at the rate of 15 calendar days per fiscal year (1 October-30 September) and to the extent that if it is not used in a fiscal year, it accumulates for use in the succeeding fiscal year until it totals 15 days at the beginning of a fiscal year. This gives a full-time employee the potential of 30 days military leave during a fiscal year.

(4) Court Leave/Jury Duty/Witness Service. A true copy of the summons, or certification of the Clerk of the Court verifying attendance, will be required and turned into the Payroll Office.

(5) Home Leave. Leave earned overseas in addition to normal annual leave accrued.

g. Falsification of Attendance Record. Persons falsifying attendance records for themselves or other employees are subject to penalties outlined in reference (e).

h. Employee's Statement of Earnings and Deductions. On payday each employee will receive an Employee's Statement of Earnings and Deductions (NAVCOMPT Form 906-2(3C) which shows the gross pay for regular hours, overtime hours, and other types of earnings, detailed list of deductions, and net pay. Also included on the statement will be exempt/nonexempt status, the number of annual, sick, and compensatory hours used to date, and the balance available for use, including hours of annual to "use or lose." Restored annual leave is shown on the lower left corner of the statement. As this is the only statement of leave the employee will receive, it should be immediately verified and retained. Any variations should be immediately reconciled with the Payroll Section.

i. Distribution and Availability of Pickup of Time/Labor Distribution Cards

(1) Each directorate, department, and tenant activity will be responsible for the pickup and delivery of all civilian time/labor cards no later than the first working day following the end of the reporting period. This will normally be on a Monday of each week unless it is a split pay period or otherwise notified due to early paydays, holidays, etc. Timecards are due in Payroll by 0900 on that day.

(2) If an employee requests and is granted leave after the cards have been submitted, a corrected time/labor card will be forwarded to the Payroll Office no later than 1000 of the first

workday following the end of the reporting period. See enclosure (1).

(3) The time/labor cards for overtime will be held at the activity by the supervisor for proper reporting of time and attendance and labor charges for the overtime hours. Any overtime for Friday and Saturday not shown on the weekly timecard will be reported and approved by preparing a supplemental time/labor card and submitted under the time schedule in subparagraph 4i(1) so that the overtime will be paid on a current basis.

(4) The delivery of the completed incoming cards and pickup of the outgoing time/labor cards for civilians will be the responsibility of individual activities. FTEG directors, NAS department heads, and heads of tenant activities will ensure that time elements as shown for delivery and pickup of time/labor cards are strictly adhered to. All timecard deliveries and pickups will be to and from the Civilian Payroll Office, Building 439, Room 1B.

j. Verification of Labor Distribution. Comptroller representatives will periodically visit various subcost centers, unannounced, to verify that job order entries are made on a current basis and that entries are related to the job being performed. Comptroller will advise cognizant FTEG directors and NAS department heads of any discrepancies.

6. Work Schedule. Under the Defense Civilian Payroll System (DCPS), each employee must have a work schedule record stored in the system. The work schedule will contain the employee's workdays and shift code (if applicable), scheduled night differential, an alternate work schedule code, a status code, a standing job order number, and other pertinent information. This schedule record will be used to validate the employee's time and attendance. The concept of the on-line schedule is very important for the timekeepers and supervisors to understand because the stored work schedule will reduce the time and effort required for time and attendance data entry on timecards. It is requested that any schedule change be reported to the Payroll Office at least 10 days prior to the effective date of the change in order to give the payroll staff time to input into DCPS. The DCPS schedule is NOT a timecard! Supervisors will use the work schedule form to report changes to current employees' schedule as well as to report a new hire employee's work schedule to the Payroll Office. See enclosure (4) for specific instructions on preparation of work schedule.

7. Review. Comptroller shall review this instruction annually on its anniversary date and revise as necessary.

  
J. W. DYER

  
R. D. HILL

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Distribution:

List I

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AMERICAN AIR FORCE

Examples of Reporting Time, Attendance,  
Labor Distribution, Time and Attendance Cards  
Type 1 and 2

Enclosure (1)

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Posting environmental exceptions (last hour indicator required)

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO						
201390036		210	68700	LF400	FRENCH CYNTHIA			11/23/85	097						
STD JON		687006LF4KY						HRS OF WORK 0700-1530							
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
TOUR		0	8.00	8.00	8.00	8.00	8.00		8.00	8.00	8.00	8.00	8.00	8.00	
TYP/SET			LH 1	RF 1	RF 1	RF 1	RF 1		RF 1	RF 1	RF 1	RF 1	RF 1	RF 1	
GRADED NO															
WEEK	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LS	TRP	NIGHT	START	INT		
								HAZ	HR	ST	OFF	TIME			
26	RF		75					EK	Y						
<p>REQUIRED. "F" CODES ARE PAYABLE FOR ALL HOURS IN A PAY STATUS - - WHICH AFFECTS FEGLI.</p>															
<p>CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EMERGENCY PLAA. I DID NOT SUPPORT OR PERMIT ANY OVERTIME WORK OTHER THAN AS REQUESTED FOR THE PAY PERIOD.</p>															
<p>Supervisor's Signature</p>															
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EH	LV	NPLV					

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$$N(\mathbf{0}, \mathbf{I}) = \frac{1}{(2\pi)^{n/2}} \exp\left\{-\frac{1}{2}\mathbf{x}^T \mathbf{x}\right\}.$$

CERTIFICATION: ATTORNEYS AND AGENCIES CERTIFIED TO  
CONDUCT BUSINESS APPROVED FOR COMPLIANCE WITH EXISTING  
LAWS AND REGULATIONS FOR NON-DISCRIMINATION. I DO NOT  
SUPPORT OR PERMIT ANY AGENCIES WORK OTHER THAN AS  
REPORTED FOR THIS PAY REQUEST.

*Supervisor's Signature*  
AUTHORIZED SIGNATURE

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[illegible]

Enclosure (1)

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[illegible][illegible]

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NOT FOR COUNCIL USE ONLY

Posting simple overtime exception

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO
233561145	150	00368	LF300	BROCKWAY TERRANCE A													11/23/85	164
STD JON	003686LF3DK																HRS OF WORK	2300-0730
	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR	0	8:00			8:00	8:00	8:00	8:00	8:00									
TYPE/PT	ST 3			RT 3	RT 3	RT 3	RT 3	RT 3										
GRADED NO																		
JOB ORDER NUMBER								TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
								OU	1						75			
									2									
									1									
									2									
									1									
									2									
									1									
									2									
									1									
									2									
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LY	NPLV								

CERTIFICATION: ATTENDANCE AND ABSENCE CERTIFIED  
 EMPLOYEE'S OVERTIME APPEARED IN ACCORDANCE WITH EXISTING  
 CONTRACT. EMPLOYEE'S OVERTIME APPEARED IN ACCORDANCE WITH  
 REPORT OR PERMIT ANY OVERTIME WORK OTHER THAN AS  
 REPORTED FOR THIS PAY PERIOD

*Supervisor's Signature*  
 AUTHORIZED SIGNATURE

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Tour split by Type Hour Codes and different JON

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME										PLT ROT	PERIOD ENDING	SEQ NO
236138914	110	00368	LF300	THISTLEWATTE, DORALEE											11/23/85	112
STD JON	003686LF3HG										HRS OF WORK		0700-1530			
TOUR	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT		
0		8:00	8:00	8:00	8:00	8:00										
TYPESFT		LH 0	RG 0	RG 0	RG 0	RG 0										
GRADED NO																
JOB ORDER NUMBER							TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
003686LF3HQ							RG	1			4					
003686LF3J1							RG	1			2					
							LA	1			2					OT
								2								
								1								
								2								
								1								
								2								
								1								
								2								
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	EM	LV	NP/LV						

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT OVERSIGHTS APPROVED IN ACCORDANCE WITH EXISTING LAW AND REGULATIONS FOR NON-REMPY P.E.A. I DID NOT SIGNIFY ANY OTHER PAYMENT WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

*Supervisor's Signature*  
AUTHORIZED SIGNATURE

EMPLOYEE ID

PERIOD ENDING 11/23/85

REMARKS:	OUT														
	IN														
	OUT														
	IN														
	OUT														
	IN														
	OUT														
	IN														
	SUN														
	MON														
TUE															
WED															
THU															
FRI															
SAT															
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															

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# Posting a broken tour

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO
155774630	110	00368	LF300	PRIETTO ANGELA N													11/23/85	063
STD JON	003686LF3HG															HRS OF WORK	0700-1530	
	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR	0	8:00	8:00	8:00	8:00	8:00												
TYPE/SFT		LH 1	RF 1	RF 1	RF 1	RF 1												
GRADED NO																		
JOB ORDER NUMBER								TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
								LA	1						4		AP	
									2									
									1									
									2									
									1									
									2									
									1									
									2									
									1									
									2									
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EN	LV	NPLV								

CERTIFICATION: ATTENDANCE AND ABSENCE CERTIFIED  
DIRECT SUPERVISOR APPROVED IN ACCORDANCE WITH EXISTING  
POLICY. I HAVE REVIEWED THIS REPORT AND I AM NOT AWARE OF  
ANY OTHER INFORMATION THAT WOULD AFFECT THE DATA  
REPORTED FOR THIS PAY PERIOD.  
*Supervisor Signature*  
AUTHORIZED SIGNATURE

EMPLOYEE ID		PERIOD ENDING 11/23/85	
REMARKS:	OUT		
	IN		
	OUT		
	IN		
	OUT		
	IN		
	OUT		
	IN		
	OUT		
	IN		
	OUT		
	IN		
	OUT		
	IN		
SUN			
MON			
TUE			
WED			
THU			
FRI	0700	1530	
SAT			
SUN			
MON			
TUE			
WED			
THU			
FRI			
SAT			

4 hrs Annual Leave Taken  
4 hrs defaulted to Standing JON

Aug 9 1993

FTEG/NASINST 7410.1

WARRIOR DIVISION

Posting exception to JON

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO
269584432	110	00368	LF300	JEFFERS ELAINE			11/23/85	158
STD JON	003686LF31					HRS OF WORK	0700-1530	

	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR	0	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
TYPE/PT		LH 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NO														

JOB ORDER NUMBER		TYPE	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
003686LF3TSK		RG	1			8					
			2								
			1								
			2								
			1								
			2								
			1	TUESDAY - WEEK 1, DAY 3							
			2								
			1								
			2								
			1								
			2								

REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LV	NPLV

ATTENTION: ATTENDANCE AND ABSENCES CERTIFIED BY SUPERVISOR. LATE AND ABSENCES MUST BE REPORTED TO SUPERVISOR ON PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

*Supervisor's Signature*  
 AUTHORIZED SIGNATURE

APR 9 1993

FTEG/NASINST 7410.1

Posting a whole tour of duty exception

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO
305156642	110	00368	LF300	FRELICH JAMES E													11/23/85	126
STD JON	003686LF3JY															HRS OF WORK	0700-1530	
	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00					
TYPE/BFT		LH 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0					
GRADED NO																		
JOB ORDER NUMBER								TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
								LS	1			8					GF	
									2									
									1									
									2									
									1									
									2									
									1									
									2									
									1									
									2									
REG	OT	COMP	HOL	SUN	2ND	3RD	NO	EM	LV	NP/LV								

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED  
 CORRECTLY. EMPLOYEE'S SIGNATURE WITH EXISTING  
 LAWS AND REGULATIONS FOR NON-EXEMPT TIME  
 SUPERVISOR OR PERMIT ANY OVERTIME WORK OTHER THAN AS  
 REPORTED FOR THIS PAY PERIOD.  
*Supawano Signature*  
 AUTHORIZED SIGNATURE

AUG 9 1993

FTEG/NASINST 7410.1

NOV 11 1993 11:11 AM

Posting tour of duty exceptions - law enforcement officer

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
165274663	130	68700	LF400	PRESNELL, ROBERTA L		11/23/85	022
STD JOB	687006LF4LE						HAS OF WORK
	SUN	MON	TUE	WED	THR	FRI	SAT
YOUR	0	8:00	8:00	8:00	8:00	8:00	8:00
TYPE	LH 0	RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED NO							

  

JOB ORDER NUMBER	TYPE	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
687006LF40U	OU	1			2.5	1.75				
687006LF40U	OA	1			1					
		2					1.75			
		1								
		2								
		1								
		2								
		1								
		2								

  

REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LV	NPLV

CERTIFICATION: ATTENDANCE AND ABSENCES CERTIFIED  
 SUPERVISOR'S SIGNATURE: *Supervisor Signature*  
 AUTHORIZED SIGNATURE

AUG 9 1993

FTEG/NASINST 7410.1

Non-Standard Pay Period

Timecard Format 2 for whole pay period (graded employee)

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NO
106852349	110	00368	LF300	STEWART DONNAMARIE													11/23/85	063
STD JON	003686LF3K9																HRS OF WORK	0700-1530
	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT				
TOUR	0	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00					
TYPE/FT		LH 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0					
GRADED NO																		
JOB ORDER NUMBER								TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
003686LF3UT								OU	1			1	75					
								LS	1			2					AS	
								LA	1									
									2	8	8	8	8	8				
									1									
									2									
									1									
									2									
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LV	NPLV								

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED  
CORRECT. OVERSIGHTS APPROVED IN ACCORDANCE WITH EXISTING  
LAWS AND REGULATIONS FOR NON-SEMP P.L.A. I DO NOT  
REPORT AS PRESENT WORK OTHER THAN AS  
REPORTED FOR THIS PAY PERIOD.

*Supervisor's Signature*  
AUTHORIZED SIGNATURE

FTEG/NASINST 7410.1

In this example, the employee worked her regular shift on Wednesday - 11/20 (week 2, day 4) - but was called back to work at 0215 for 30 minutes. The exact number of hours worked on callback overtime is posted. When less than 2 hours are posted, the Defense Civilian Payroll System checks employee entitlements and pays the correct amount under Title 5 or the Fair Labor Standards Act, whichever is applicable.

14

AUG 9 1998  
FTEG/NASINST 7410.1

When General Schedule employees work scheduled overtime during the hours of 1800-0600, they are entitled to night differential. Night differential can only be reported on Format 1. To report this, you would need to fill out the top line of Format 1. All labor for that week would have to be reported on a weekly and daily basis.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO																																																								
111306534	110	00421	ATYGO	JOHNSON RAYMOND L		03/23/91	003																																																								
STD JOB	HRS OF WORK 0730-1600																																																														
<table border="1"> <tr> <td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td>SAT</td><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td>SAT</td> </tr> <tr> <td colspan="14"> <table border="1"> <tr> <td>TOUR</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TYPE/FT</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </td> </tr> </table>								SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	<table border="1"> <tr> <td>TOUR</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TYPE/FT</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>														TOUR														TYPE/FT													
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WEEK	DAY	TYPE	HOURS	JOB ORDER NUMBER	ENV HAZ	LET NR	FTW SFT	NIGHT OFF	START TIME	END	CERTIFICATION: ATTENDANCE AND AMERICAN CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUPPORT OR PERFORM ANY OVERTIME WORK OTHER THAN AS REQUESTED FOR THIS PAY PERIOD. <i>Supervisor's Signature</i>																																																				
2	2	RG	6	614082																																																											
2	2	RG	2	RJ62357J																																																											
2	3	RG	3	614082																																																											
2	3	RG	5	RJ62357J																																																											
2	3	OS	2	RJ62357J																																																											
2	4	RG	7	614082																																																											
2	4	RG	1	RJ62357J																																																											
2	4	OS	1	RJ62357J																																																											
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2	5	RG	6	RJ62357J																																																											
2	5	OS	3	RJ62357J																																																											
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EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO																																																								
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REG <input type="checkbox"/> OT <input type="checkbox"/> COMP <input type="checkbox"/> HOL <input type="checkbox"/> SUN <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> ND <input type="checkbox"/> EM <input type="checkbox"/> LV <input type="checkbox"/> NP/LV <input type="checkbox"/>																																																															

The original preprinted timecard would also have to be returned to the Payroll Office.

AUG 9 1993

PTTG/NASINST 7410.1

When an employee takes military leave, such as 2 weeks of active duty, Format 1 would have to be used.

EXAMPLE: Type Hour Code LM

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	BEG NO			
111306534		110	00421	ATVQ	JOHNSON RAYMOND L			03/16/91	003			
STD JON		0730-1600										
TOUR												
TYPE/PT												
GRADED NO												
WEEK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV HAZ	LET HR	EMP OPT	NIGHT OFF	START TIME	INT
1	2	LM	8									
1	3	LM	8									
1	4	LM	8									
1	5	LM	8									
1	6	LM	8									
1	7	LM	8						4			
<div style="float: right; text-align: right;"> <p>Supervisor Signature</p> </div>												
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LV	NPLV		

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	BEG NO			
111306534		110	00421	ATVQ	JOHNSON RAYMOND L			03/16/91	003			
STD JON		0730-1600										
TOUR												
TYPE/PT												
GRADED NO												
WEEK	DAY	TYPE	HOURS	JOB ORDER NUMBER			ENV HAZ	LET HR	EMP OPT	NIGHT OFF	START TIME	INT
2	1	LM	8						4			
2	2	LM	8									
2	3	LM	8									
2	4	LM	8									
2	5	LM	8									
2	6	LM	8									
<div style="float: right; text-align: right;"> <p>Supervisor Signature</p> </div>												
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	EM	LV	NPLV		

Original preprinted timecard would need to be returned to Payroll Office also.

When an employee is injured on the job, LX is the type hour code used for the day of injury. If the employee is placed on traumatic leave, timecard Format 1 will have to be used.

EXAMPLE: Injury on the Job and Traumatic Leave

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO			
111306534	110	00421	ATVQ	JOHNSON RAYMOND L		03/16/91	003			
STD JON						0730-1600				
SUN	MON	TUE	WED	THU	FRI	SAT	SUN			
MON	TUE	WED	THU	FRI	SAT	SUN	MON			
TUE	WED	THU	FRI	SAT	SUN	MON	TUE			
WED	THU	FRI	SAT	SUN	MON	TUE	WED			
THU	FRI	SAT	SUN	MON	TUE	WED	THU			
FRI	SAT	SUN	MON	TUE	WED	THU	FRI			
SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
GRADED NO										
W	D	TYPE	HOURS	JOB ORDER NUMBER	ENV	LET	TRP	NIGHT	START	END
1	2	RG	8	614082						
1	3	RG	6	614082						
1	3	RG	2	R764532G						
1	4	RG	5	614082						
1	4	RG	3	R764532G						
1	5	RG	6	614082						
1	5	LX	2							
1	6	LT	8							
1	7	LT	8							
REG		OT		COMP		HOL		SUN		2ND
										3RD
										NO
										EM
										LV
										NPAV

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO			
111306534	110	00421	ATVQ	JOHNSON RAYMOND L		03/23/91	003			
STD JON						0730-1600				
SUN	MON	TUE	WED	THU	FRI	SAT	SUN			
MON	TUE	WED	THU	FRI	SAT	SUN	MON			
TUE	WED	THU	FRI	SAT	SUN	MON	TUE			
WED	THU	FRI	SAT	SUN	MON	TUE	WED			
THU	FRI	SAT	SUN	MON	TUE	WED	THU			
FRI	SAT	SUN	MON	TUE	WED	THU	FRI			
SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
GRADED NO										
W	D	TYPE	HOURS	JOB ORDER NUMBER	ENV	LET	TRP	NIGHT	START	END
2	1									
2	2									
2	3									
2	4									
2	5									
2	6									
2	7									
REG		OT		COMP		HOL		SUN		2ND
										3RD
										NO
										EM
										LV
										NPAV

The preprinted Format 2 timecard must be returned to the Payroll Office.

Rev 10-1988  
**FTEG/NASINST-7410.1**

NAVJAG-CON-11074757

When employees work environmental/hazard duty, timecard Format 1 must be used.

EXAMPLE: Employee Worked Aboard a Surface Craft

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME		PLT ROT	PERIOD ENDING	SEQ NO						
111306534		110	00421	ATVR	JOHNSON RAYMOND L			03/23/91	003						
STD JON		NO OF HOURS							0730-1600						
TOUR		SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
TYP/ST															
GRADED NO															
KEY	DAY	TYPE	HOURS	JOB ORDER NUMBER				ENV	LIST	TEMP	NIGHT	START	END		
								HAZ	NO	FT	OFF	TIME			
1	2	RG	8	614082											
1	3	RG	6	614082											
1	3	RG	2	RJ623576J											
1	4	RG	8	614082				ER							
1	4	OU	3	614082				ER							
1	5	RG	8	614082				ER							
1	5	OU	4	614082				ER							
1	6	RG	6	614082				ER							
1	6	RG	2	RJ623576J				ER							
<div style="display: flex; justify-content: space-between;"> <span>REG</span> <span>OT</span> <span>COMP</span> <span>HOL</span> <span>SUN</span> <span>2ND</span> <span>3RD</span> <span>ND</span> <span>EM</span> <span>LV</span> <span>NPLV</span> </div>															

**INSTRUCTIONS:** ATTENTION: AND ADDRESS CHANGES  
 EMPLOYER: EMPLOYER APPROVED BY ACCORDANCE WITH  
 NAVJAG-CON-11074757. 1. THE EMPLOYEE MUST  
 SIGN AND INITIAL THE TIMECARD. 2. THE EMPLOYEE  
 MUST SIGN AND INITIAL THE TIMECARD. 3. THE EMPLOYEE  
 MUST SIGN AND INITIAL THE TIMECARD.

*Supervisor Signature*  
 SIGNATURE

The preprinted Format 2 timecard must be returned to the Payroll Office.

FTEG/NASINST 7410.1

Correcting time and attendance card after card has been turned into the Payroll Office.

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
165274663	130	00421	ATAO	MCGRW RHONDA S		11/23/90	175
STD JON	68402					0730-1600	
	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR		8:00	8:00	8:00	8:00	8:00	
TYPE/RT		RG O	RG O	RG O	RG O	RG O	
GRADED NO							

  

JOB ORDER NUMBER	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
684028	RG	1						4		
		2								
684031	RG	1						4		
		2								
		1								
		2								
		1								
		2								
		1								
		2								

ORIGINAL CARD

REG	OT	COMP	HOL	SUN	2ND	3RD	NO	EN	LV	NPLV

CERTIFICATION: ATTENDANCE AND AMERICA CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT REPORT OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

*Supervisor's Signature*  
AUTHORIZED SIGNATURE

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
165274663	130	00421	ATAO	MCGRW RHONDA S		11/23/90	175
STD JON						0730-1600	
	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR							
TYPE/RT							
GRADED NO							

  

JOB ORDER NUMBER	TYPE HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
	LA	1						8		
		2								
		1								
		2								
		1								
		2								
		1								
		2								
		1								
		2								

SUPPLEMENTAL CARD

REG	OT	COMP	HOL	SUN	2ND	3RD	NO	EN	LV	NPLV

CERTIFICATION: ATTENDANCE AND AMERICA CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT REPORT OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

*Supervisor's Signature*  
AUTHORIZED SIGNATURE

~~SECRET~~  
FTEG/NASINST 7410.1

EMPLOYEE ID

**PERIOD ENDING**[illegible]

REV. 3/80

AUG 9 1983  
FTEG/NASINST 7410.1

4-10-2016 Nov 11, 2016

## Time and Attendance and Overtime Codes

Enclosure (2)

AUG 9 1993

FTEG/NASINST 7410.1

TYPE HOUR CODES  
QUICK REFERENCE

CODES:

PAY-TYPE HOURS

RG - REGULAR, (GRADED)  
RF - REGULAR, FIRST SHIFT (UNGRADED)  
RS - REGULAR, SECOND SHIFT (UNGRADED)  
RT - REGULAR, THIRD SHIFT (UNGRADED)  
  
OS - OVERTIME, SCHEDULED  
OU - OVERTIME, UNSCHEDULED (NOT VALID ON REGULAR DAY OFF)  
OX - OVERTIME, UNSCHEDULED EXCEPTION  
OC - OVERTIME, CALLBACK  
OA - ADDITIONAL FAIR LABOR STANDARDS ACT HOURS  
ON - OVERTIME SCHEDULED, NOT WORKED - COURT/MILITARY LEAVE  
  
SG - SUNDAY WORK (GRADED)  
SF - SUNDAY WORK, FIRST SHIFT (UNGRADED)  
SS - SUNDAY WORK, SECOND SHIFT (UNGRADED)  
ST - SUNDAY WORK, THIRD SHIFT (UNGRADED)  
HG - HOLIDAY WORK (GRADED)  
HF - HOLIDAY WORK, FIRST SHIFT (UNGRADED)  
HS - HOLIDAY WORK, SECOND SHIFT (UNGRADED)  
HT - HOLIDAY WORK, THIRD SHIFT (UNGRADED)  
HC - HOLIDAY WORK, CALLBACK

LEAVE HOURS - PAID

LA - ANNUAL  
LB - ADVANCED ANNUAL  
LC - COURT  
LF - FORCED ANNUAL  
LG - ADVANCED SICK  
LH - HOLIDAY  
LI - MILITARY, DC GUARD  
LJ - SHORE  
LK - HOME  
LL - LAW ENFORCEMENT  
LM - MILITARY  
LN - ADMINISTRATIVE  
LP - ANNUAL, RESTORED #3  
LQ - ANNUAL, RESTORED #2  
LR - ANNUAL, RESTORED #1  
LS - SICK  
LT - TRAUMATIC INJURY (COP)  
LV - EXCUSED ABSENCE  
LX - NONWORK, PAID (DAY OF INJURY/DEATH OR SABBATICAL)

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**CODES:**

KA - LWOP  
KB - SUSPENSION  
KC - AWOL  
KD - OFFICE OF WORKER COMPENSATION PROGRAM (OWCP)  
KE - FURLOUGH  
KF - NONDUTY, WITHIN REGULAR SCHEDULE  
KG - MILITARY FURLOUGH (CALLED TO ACTIVE DUTY)

CC - COMPENSATORY TIME CALLBACK  
CE - COMPENSATORY TIME EARNED  
CT - COMPENSATORY TIME TAKEN

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CODES

DEFINITIONS

PAY-TYPE CODES

- RB - Straight time pay for graded employees exclusive of night differential hours.
- RF - Straight time pay for ungraded employees who work first shift.
- RS - Straight time plus 7.5 percent shift pay for ungraded employees who work a second shift.
- RT - Straight time plus 10 percent shift pay for ungraded employees who work a third shift.
- RX - Straight time pay when a situation precludes receipt of actual time and attendance. Input via the local holiday table for all employees in activity, a distribution, or paid by a payroll office.
- OS - Scheduled overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system.
- OU - Unscheduled overtime on scheduled workday. (Additional hours of work not scheduled in advance, as defined in FPM 610.) This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system. This code may not be used on a nonscheduled workday unless the employee is a firefighter or fire chief. If the employee is a law enforcement officer or assigned annual premium for administratively uncontrollable overtime, this code may be used on any day of any period regardless of Alternate Work Schedule code.
- OX - Unscheduled Overtime Exception. This code is used when a graded employee's unscheduled overtime is not to be converted to compensatory time. This is to allow an exception to the general rule that unscheduled overtime is converted to compensatory time for graded employees whose hourly basic rate exceeds that of a GS-10, step 10 and compensatory time balance is less than the compensatory time carry-over hours. This code is also used to report overtime for employees on an intermittent work schedule.

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- OC - Unscheduled Overtime on Nonscheduled Workday/Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the 2-hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.
- OA - Additional Fair Labor Standards Act Hours. This code is used when the hours are considered "hours of work" under Fair Labor Standards Act only. This includes time spent traveling during regular hours of work on a nonworkday; law enforcement officers' lunch periods; the 8 hours set aside for eating and sleeping for firefighters who work an additional shift where the 2/3 rule is applicable (the other 16 hours payable are reported as OX or OU, whichever code is applicable.)
- ON - Overtime scheduled but not worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.
- SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during administrative workweek. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. Time and attendance will edit to ensure that Sunday premium is payable to this employee.
- HG - Holiday pay for graded employees who work on the holiday.
- HF - Holiday pay for ungraded first shift employees who work on the holiday.

- HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.
- HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.
- HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the 2-hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work holiday callback.

NOTE - If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay-type code (H) is input in lieu of the Sunday pay-type code(s). The system will pay both the Sunday and holiday.

Leave Hours - Paid

- LA - Annual Leave. This code can also be used to advance annual leave, if the activity or distribution has a "3" set in the blanket leave advance indicator of the distribution record, or if an employee has a preauthorized advance annual leave amount.
- LB - Advanced Annual Leave. This code is used if an activity has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the distribution record.
- LC - Court Leave.
- LF - Forced Annual Leave. The usage of this code is the same as for regular annual leave (Code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.
- LG - Advanced Sick Leave.
- LH - Holiday Leave.
- LI - DC Guard - Military Leave. For members of the National Guard of the District of Columbia for all days of parade or encampment.
- LJ - Shore Leave.
- LK - Home Leave.

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- LL - Law Enforcement Leave. *Not to be used for Law Enforcement*
- LM - Military Leave.
- LN - Administrative Leave.
- LP - Restored Annual Leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LQ.
- LQ - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
- LR - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
- LS - Sick Leave. This code can also be use to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. Additionally, if the employee status code is "D" for extended sick leave, time and attendance will generate this code. If generated, this code can be overridden.
- LT - Absence because of traumatic injury covered under the provisions of continuation of a pay (COP). Do not use on the day of injury (See LX).
- LV - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under the Fair Labor Standards Act.
- LX - Periods of nonwork which are payable under Title 5 such as date of death, date of traumatic injury, or sabbatical. If employee status code equals "V" for sabbatical leave, time and attendance will generate this code. If generated, this code may not be overridden.

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**Leave Hours - Nonpaid**

- KA - Leave Without Pay. If the employee status code equals "K" or "L" for extended Leave Without Pay, time and attendance will generate this code. If generated for "L," this code may not be overridden. If generated for "K," this code can be overridden.
- KB - Suspension. If the employee code equals "B" for suspension, time and attendance will generate this code. If generated, this may not be overridden.
- KC - AWOL. Absent Without Leave.
- KD - OCWP. Employee is in a nonpay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals "W" for extended OCWP, time and attendance will generate this code. If generated, this code may not be overridden. Leave is accrued per the NAVCOMPT Manual. These nonpay hours are not included in the nonpay hours used for leave accrual reduction.
- KE - Furlough - Lack of Work. If employee status code equals "F" for furlough, time and attendance will generate this code. If generated, this code may not be overridden.
- KF - Nonduty Hours during Regularly Scheduled Work Hours. This code is used primarily for temporary ungraded employees with a less than 90-day appointment who are absent on a holiday but are not entitled to holiday leave.
- KG - Military Furlough. If employee status code equals "M" for military furlough, time and attendance will generate this code. If generated, this code may not be overridden.

**Compensatory Hours**

- CC - Compensatory Time Callback. Input the actual time worked. If less than the 2-hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.
- CE - Compensatory Time Earned.
- CT - Compensatory Time Taken.

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NAVY HUMAN RESOURCES

CMMI 610-S2A, APPENDIX A, Determining Days on  
Which Holiday Benefits Accrue

(To determine days on which holiday benefits accrue to shift workers who are granted days off in lieu of the calendar Saturday and Sunday)

A-1.TABLE

a. General. The table below is useful in determining on which day of the workweek a holiday is observed when the holiday occurs on 1 of the 2 nonworkdays indicated in Column 1. When there are more than 2 nonworkdays in the administrative workweek, follow the instructions and do not use the table.

b. Instructions for the use of the table. To use the table, first find the right combination of nonworkdays in Column 1 and then apply the following:

(1) When a holiday falls on a nonworkday listed under "A," Column 1, find the day of the week marked "A" in Column 2. This is the day on which the holiday benefits are observed.

(2) When a holiday falls on a nonworkday listed under "B," Column 1, find the day of the week marked "B" in Column 2. This is the day on which the holiday benefits are observed.

(3) Holidays falling on the nonworkday indicated in Column "1-A," with the exception of Sunday, will be observed on the workday immediately preceding the holiday.

Enclosure (3)

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COLUMN 1

NONWORKDAYS

COLUMN 2

A	B	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
SUN-MON								B			A				
MON-TUE									A			B			
MON-WED									A				B		
MON-THU									A					B	
MON-FRI									A						B
MON-SAT	A								B						
TUE-WED										A			B		
TUE-THU										A				B	
TUE-FRI										A					B
TUE-SAT		A							B						
TUE-SUN		A								B					
WED-THU												A		B	
WED-FRI												A			B
WED-SAT			A						B						
WED-SUN			A							B					
THU-FRI										C		A			B
THU-SAT				A					B						
THU-SUN				A						B					
FRI-SAT					A				B						
FRI-SUN						A				B					
SAT-SUN							A			B					

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## HOW TO PREPARE A WORK SCHEDULE

Enclosure (4)

FTEG/NASINST 7410.1

# HOW TO FILL IN THE WORK SCHEDULE

## WORK SCHEDULE

SSN: 214-68-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ T&A STATUS CODE \_\_\_\_\_ AWS CODE \_\_\_\_\_ HOURS OF WORK \_\_\_\_\_ TO \_\_\_\_\_

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1								(Y/N)
WG SHIFT								
GS NGT DIFF								
WK 2								
WG SHIFT								
GS NGT DIFF								

STANDING JOB ORDER NUMBER: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SS# Employees Social Security Number

Name Employees Name

Act UIC 00421 for all NIF activities  
Non-NIF see below

NADOC	68520	Commissary (NAS)	39229
		Commissary (Dahlgren)	63576

UL(NRL)	173	NAMO	68626
		Commissary (Annapolis)	60656

UN(BIS)	63023	NESEA	65980
---------	-------	-------	-------

Hours of Work Employees start time to end time

Dist Cost Center as printed on our current timecards,  
SYAO, CRDA, etc.

NON-CONFIDENTIAL

WORK SCHEDULE

SSN: 21468-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE 12-1-90 T&A STATUS CODE A AWS CODE 0 HOURS OF WORK 2300 TO 0730

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1								(Y/N)
WG SHIFT								
GS NGT DIFF								
WK 2								
WG SHIFT								
GS NGT DIFF								
STANDING JOB ORDER NUMBER: _____								

SUPERVISOR SIGNATURE

DATE SUBMITTED

PHONE NUMBER

Effective Date The date the new schedule will go into effect.  
The EFFECTIVE DATE can be different from the DATE  
SUBMITTED.

T&A Status Code A = Active

\* P = Pending Separation

\*\* X = Deceased

\*Pending Separation - Use only if the employee is leaving this  
Payroll Office - not to be used for on base transfer, Strike to  
Range Directorate or NESEA to Rotary Wing, etc.

\*\*Death - The effective date of the status change must be the date  
of the employee's death.

AWS Code 0 = Not on AWS  
Employee has a standard workweek schedule  
which consists of 5 8-hour days, 40 hours  
each week, and 80 hours biweekly.

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WORK SCHEDULE

SSN: 214-08 9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ T&A STATUS CODE \_\_\_\_\_ AWS CODE 0 HOURS OF WORK 2300 TO 0730

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1								(Y/N)
WG SHIFT								
GS NGT DIFF								
WK 2								
WG SHIFT								
GS NGT DIFF								

STANDING JOB ORDER NUMBER: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

6 Compressed  
Work Schedule  
Type I

The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9th day to complete 80 hours for the pay period. The 10th day is an off-day.

Example:

WK #1

4 -- 9 HOUR DAYS AND  
1 -- 8 HOUR DAY =  
44 HOUR WEEK

WK #2

4 -- 9 HOUR DAYS =  
36 HOUR WEEK =  
80 HOURS BIWEEKLY

8 Compressed  
Work Schedule  
Type II

The employee has a basic workweek requirement of 40 hours each week and 80 biweekly. The number of regular hours each workday must be scheduled. Four-day work week - The agency/employee establishes a fixed schedule limited to 4 10-hour days.

Note: The brief definitions above are for full-time employees.

Hours of Work Employees normal start time and ending time.

WORK SCHEDULE

SSN: 214-62-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ TIA STATUS CODE \_\_\_\_\_ AWS CODE \_\_\_\_\_ HOURS OF WORK \_\_\_\_\_ TO \_\_\_\_\_

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
→ WK 1		8	8	8	8	8		(Y/N)
WG SHIFT								
GS NGT DIFF								
→ WK 2		8	8	8	8	8		
WG SHIFT								
GS NGT DIFF								

STANDING JOB ORDER NUMBER: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Week 1 & 2

Fill in the number of hours the employee works each day under the day it was worked.

Shift

Used only for "Wage Grade" employees  
 1 = Regular Day Time Hours  
 2 = Second Shift  
 3 = Third Shift

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WORK SCHEDULE  
SN: 214-68-9736 NAME: JOHNSON RAYMOND ACT NO: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ T&A STATUS CODE \_\_\_\_\_ AWS CODE \_\_\_\_\_ HOURS OF WORK 2300 TO 0730

\* \* \* \* \* PAY PERIOD TOUR OF DUTY \* \* \* \* \*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY	
WK 1			8	8	8	8	8	(Y/N)	←
WG SHIFT									
GS NGT DIFF			7	7	7	7	7	Y	←
WK 2			8	8	8	8	8		
WG SHIFT									
GS NGT DIFF			7	7	7	7	7	Y	←

STANDING JOB ORDER NUMBER: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### Sunday Pay

Payroll will need to know if a General Schedule employee or a wage grade employee working second or third shift will be entitled to Sunday premium pay because of the hours of work scheduled for Saturday. If Saturday's regularly scheduled tour of duty hours cross midnight, the timekeepers should place a "Y" in the SUNDAY PAY blank(s). The "Y" will cue Payroll to enter the indicator that will permit Sunday premium to be paid. If there is no "Y" on the schedule change, the employee will not automatically receive the Sunday premium.

WORK SCHEDULE

SSN: 21468-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ TLA STATUS CODE \_\_\_\_\_ AWS CODE \_\_\_\_\_ HOURS OF WORK \_\_\_\_\_ TO \_\_\_\_\_

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1								(Y/N)
WG SHIFT								
GS NGT DIFF								
WK 2								
WG SHIFT								
GS NGT DIFF								

STANDING JOB ORDER NUMBER: 714093

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Standing Job  
Order Number

The Defense Civilian Payroll System (DCPS) has the capability to store a labor charge code for each employee. This number identifies which "account" a specific job, or group of jobs, will be charged to. In DCPS this number is called the Standing Job Order Number. This Job Order Number is used at least 25 percent each week. In some cases there will be no standing Job Order Numbers. We recommend that you use a Standing Job Order Number if at all possible as this will reduce timecard entries for your staff.

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WORK SCHEDULE

SSN: 214-68-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE \_\_\_\_\_ T&A STATUS CODE \_\_\_\_\_ AWS CODE \_\_\_\_\_ HOURS OF WORK 1500 TO 2330

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1								(Y/N)
WG SHIFT								
→ GS NGT DIFF		5	5	5	5	5		
WK 2								
WG SHIFT								
→ GS NGT DIFF		5	5	5	5	5		

STANDING JOB ORDER NUMBER: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Night  
Differential

The night differential hour blanks are used to show the number of night differential hours pay per day a General Schedule employee may be entitled to receive. These hours are scheduled regular hours to be worked between 1800-0600. The fields are completed when the employee's entitlement changes, based on a change in schedule or transfer to a new activity.

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WORK SCHEDULE

ESN: 214-66-9736 NAME: JOHNSON RAYMOND ACT UIC: 00421 DIST: CRDA

EFFECTIVE DATE 12-2-90 T&A STATUS CODE A AWS CODE 0 HOURS OF WORK 2300 TO 0730

\*\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*\*

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1			8	8	8	8	8	(Y/N)
WG SHIFT								
GS NGT DIFF			7	7	7	7	7	Y
WK 2			8	8	8	8	8	
WG SHIFT								
GS NGT DIFF			7	7	7	7	7	Y
STANDING JOB ORDER NUMBER:				714093				

→ Supervisor  
SUPERVISOR SIGNATURE

11-30-90  
DATE SUBMITTED

X 4126  
PHONE NUMBER

Supervisor's Signature

We ask that the supervisor sign the work schedule for verification that he has assigned his/her employee to that shift etc., as he/she would sign the time employee's timecard.

Date Submitted

The date the form is submitted to the Payroll Office.

Phone Number

The phone number of the supervisor/point of contact.

Generally

Generally, complete the DCPS Work Schedule Change form to report employee time and attendance related data changes that would effect any or all of the following:

- Effective Date of Change
- Time and Attendance Status Code
- Alternate Work Schedule (AWS) Code
- Hours
- Shift Code Assigned
- Night Differential
- Job Order Number (JON)